



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)  
Fort Harrison, Montana 59636-4789

HRO

DATE: 13 Sep 2006

**HUMAN RESOURCE OFFICE**  
**TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 06-025**  
**CLOSING DATE: 27 Sep 2006**

**BARGAINING UNIT** POSITION: **Supply Technician, GS-2005-07**

SALARY RANGE: GS-7: \$35,116.00 - \$45,648.00 PA (per annum)

LOCATION: Great Falls, MT SELECTING OFFICIAL: CMSgt Mary Bates

**APPOINTMENT FACTORS**

EXCEPTED ☒ COMPETITIVE ☐ OFFICER ☐ ENLISTED ☒  
COMPATIBILITY: AFSC: 2S0XX  
NON-SUPERVISORY ☒ PERMANENT ☒ TEMP ☐

**AREA OF CONSIDERATION**

**AREA I APPLICANTS WILL BE CONSIDERED FIRST**

- ☒ AREA I All permanent excepted technicians in the Montana AIR National Guard.
- ☒ AREA II All members of the Montana AIR National Guard or those eligible for membership.

**NATIONAL GUARD MEMBERSHIP REQUIRED:** Prior to filling any excepted position, an individual must be a member of the Montana Air National Guard. An applicant is not required to possess a Security Clearance or the above AFSC/AOC/BR/CMF/MOS (s) to apply. Selectee must possess or obtain a compatible military position with an above AFSC/AOC/BR/CMF/MOS and a Security Clearance (unless otherwise specified in Encl 1). Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

**PROMOTION POTENTIAL:** NONE.

**SUMMARY OF DUTIES:** If applicants desire, a copy of the PD can be obtained from the HRO. The following is a brief statement of duties from Position Description No 80371000. The primary purpose of this position is to manage, regulate, coordinate and exercise control over a wide variety of supply stock requirements. The incumbent is the base expert in matters relating to provisioning, stock control, management of excess requirements determination, and requisitioning. The incumbent assists in the preparation of the General Support Division (GSD) Operating Program and monitors the day-to-day execution of the unit stock fund operating program. Controls the overall requirements and requisitioning process by validating customer needs, considering budget factors, establishing procurement phases, and evaluating the impact of retention policy on storage and funding postures. Reviews the need for adjusted stock levels where stock levels based on computed data do not adequately meet anticipated other special requirements

**METHOD FOR EVALUATING AND RANKING CANDIDATES:** To receive full credit for your qualifications, provide detailed evidence of experience, training, education, awards, hobbies, self-development achievements, and any other aspects of your background **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Show how and when they were used. Evidence of experience must include clear, concise examples to show level of accomplishment and degree of responsibility. Your application will be the basis for ranking these factors. Article Eighteen (18) of the negotiated Labor/Management Agreement applies for Area I applicants. The State Merit Placement Plan (DMAMT AF Regulation 40-335) applies to all Area II applicants. **THIS IS A BARGAINING UNIT POSITION.**

**EQUAL OPPORTUNITY:** THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

**INSTRUCTIONS FOR APPLYING:** Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included, the HRO will use this form to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, or any other written format. All forms and instructions are available at the HRO in Helena, or Great Falls, MT. Verbal applications will not be accepted or considered. Applications may be **hand delivered** to the **HRO office in Helena, MT**, no later than the closing date specified on this vacancy announcement. **Mailed applications MUST be postmarked on or before that date. FAXED (406-324-3135) AND EMAILED ( [hrojva@mtgrea.af.mil](mailto:hrojva@mtgrea.af.mil) ) APPLICATIONS WILL BE ACCEPTED and must be received by the closing date.** Applications postmarked or date stamped after the closing date will not be considered. Applications being mailed **must** be sent to: **THE ADJUTANT GENERAL, ATTN: HRO-STAFFING, P. O. Box 4789, FT Harrison, MT 59636-4789.** **USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Please call (406) 324-3122/3133, DSN: 324-3122/3133 for any additional information or clarification of application procedures. Applications will be retained by the HRO, Helena, as they are used to support this announcement. For applications and a list of open job vacancy announcements visit our webpage at:

**[WWW.DISCOVERINGMONTANA.COM/DMA/HRO](http://WWW.DISCOVERINGMONTANA.COM/DMA/HRO)**

**REMINDER:** A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, MAJ, MTANG  
Human Resources Officer

**TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 06-025**

**BASIC ELIGIBILITY FACTORS:** Document prior experience, education, and training relating to each **KNOWLEDGE, SKILL, AND ABILITY (KSA'S), General, and Specialized Experience requirements.**

**KSA'S FOR SUPPLY TECHNICIAN, GS-2005-07, 80371000**

1. Skill in the use of supply regulations, policies, and procedures.
2. Skill in researching supply transactions.
3. Knowledge of reconstructing records for supply transactions.
4. Knowledge of requisitions, supporting documents, and reference material to ensure smooth operation of supply.
5. Ability to compile information or data.

**GENERAL EXPERIENCE:** General experience, education, and training which demonstrates the applicant's skill in maintaining and verifying supply documents and records.

**SPECIALIZED EXPERIENCE:** Must have 12 months of specialized experience in performing clerical or technical support services required to carry out supply operations.

MARY J. BATES, CMSgt, MTANG  
Supervisor Supply System Analyst